



## **MEMORANDUM**

**TO:** Superintendents and Principals

**FROM:** Wesley Bruce, Chief Assessment Officer

**DATE:** April 14, 2011

**SUBJECT:** ISTEP+ Online and Administrative Computer Activities

As ISTEP+ Online approaches I want to ask you and your staff to be thoughtful about how you schedule “administrative” tasks that might involve significant internet or intranet load during the school day while the Online ISTEP+ window is open (April 25 to May 6). In past years activities like payroll, updating of transportation routes and student scheduling have all caused “issues” for some students taking the test. We are not asking you to restrict the instructional use of computers during the window, but to the extent possible please make sure that any of these or similar “administrative” tasks are schedule outside of the time when students are testing online.